



Founded 1876
Incorporated 1899

TOWN OF JEROME, ARIZONA
POST OFFICE BOX 335, JEROME, ARIZONA 86331
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May 2024 Staff Report for April Activity submitted by Kristen Muenz, Finance Director & Deputy Clerk

- ⚙ Assisted Zoning Administrator Will Blodgett with BOA, P&Z and DRB-related business.
- ⚙ Posted town notices and meeting agendas throughout the month at the three locations in town (Gulch Road, Post Office, Town Hall).
- ⚙ Assembled packets for and attended Town Council meetings. Posted audio recordings of meetings on Municode and Soundcloud.
- ⚙ Assisted staff members, department heads, board members, residents, service agents, and contractors with a range of inquiries or tasks and helped answer the phone when needed.
- ⚙ Processed Payables, Payroll, New Employee Set-Up & Employee Modifications, Check & Cash Deposits, Journal Entries and Bank Reconciliation.
- ⚙ Completed annual State Budget Forms in preparation for submittal.
- ⚙ Attended the regional AMCA meeting in Clarkdale and the AMCA's Spring Best Practices webinar.
- ⚙ Permits and Licensing activities for April:
 - Business Licenses**
 - 6 Businesses were sent renewal notices.
 - 10 Businesses sent in their renewal application, including 3 that were overdue.
 - 1 Businesses applied for a NEW Business License.
 - 16 Business License renewals were issued.
 - 10 Business Licenses are pending approval.
 - STR Licenses**
 - 1 new STR/Vacation Rental License was issued, bringing an unlicensed STR into compliance.
 - 1 STR License is pending approval.
 - 20 Total STR Licenses issued to date.
 - The total of Jerome STR housing units (whole house or separately available units within the same property) is now 29.
 - Special Event Permits**
 - 1 new Special Event Permit was issued for Sk8 4Life.